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ER 4-2677

file; Personal

JUN 30 1953
X
B. O. V.

MEMORANDUM FOR: Inspector General

THROUGH: Deputy Director (Administration)

SUBJECT: [REDACTED]

REFERENCE: Memo from IG to AD/P, dated 16 June 1953, subject: Complaint regarding CIA Recruiting - [REDACTED]

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1. The following information is furnished in response to subject's statement to the Inspector General as opposed to what appears in the subject's personnel file and our knowledge of the case.

2. [REDACTED] was interviewed by [REDACTED] in New York City on 23 September 1952, at which time she advised that she had a very strong interest in overseas assignment, preferably to Western Europe. When advised that she would probably have to work in Washington for about a year, the subject stated that this would be agreeable. That fact is stated in the interview report on the subject. On Page 6 of the subject's Personal History Statement, there is a check mark indicating her willingness to accept appointment, if offered, in Washington, D. C.

3. [REDACTED] was fully cleared on 12 February 1953. She was notified to enter on duty on a fully cleared basis on 20 February 1953. She elected to EOD on 20 April 1953.

4. Subject had a regular EOD interview with [REDACTED] Placement Officer, Personnel Division (Covert), on 21 April 1953, who identified himself to her as the Placement Officer servicing the Logistics Office and further advised her that if she had any problems in the future she was invited to see him. [REDACTED] was assigned to the Logistics Office and slotted against a vacant GS-5 clerk-stenographer position because of her shorthand skills, her expressed willingness to accept employment in Washington, D. C., and because of her long secretarial experience with manufacturers and TWA. The fact that she was assigned to routine typing duties only, indicates improper utilization on the part of the Logistics Office. Had [REDACTED] remained on duty, this fact would have been discovered and attempts made to correct the situation through the 30- to 60-day follow-up interview by a Placement Officer.

5. [REDACTED] Personnel Officer, Logistics Office, advised this office that he had not told the subject that she should not have been recruited in view of her attitude. He stated that he

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had asked her to remain in the Procurement Division, Logistics Office, until the end of July to help that office catch up on their backlog of purchase orders, at the end of which time, he would attempt to have her reassigned to an operating office so that she could go overseas. [REDACTED] claims that [REDACTED] was agree- 25X1A9a
able to this. [REDACTED] further admitted that the subject's skill 25X1A9a
as a stenographer had not been utilized because of the backlog in typing of purchase orders. When [REDACTED] was initially assigned 25X1A9a
to the Logistics Office, she advised [REDACTED] that she had a 90 25X1A9a
day leave of absence from her former employer, TWA. He advised that while she was assigned to the Logistics Office she was apparently negotiating with TWA for her old job. He indicated that she had considerable difficulty with her financial affairs and was constantly drawing advances on her salary. It was for this reason that she was transferred from unvouchered funds to vouchered funds. [REDACTED] 25X1A9a
did not make her intentions of resigning known until approximately two weeks before the effective date of her resignation, at which time she was sent to Personnel Relations for the purpose of a pre-exit interview. Her mind was already made up at that time and further salvage attempts were futile. [REDACTED] felt that techni- 25X1A9a
cally the subject was competent to go overseas, but that due to her inability to adjust herself to living in Washington, D. C., he felt that she was personally unstable for an overseas assignment.

6. [REDACTED] an Employee Relations Officer of PDC, had two visits from the subject, including the pre-exit interview which was conducted on 29 May 1953. On the visit prior to 29 May, the subject complained about finances. She was going to New York City for a weekend approximately three days prior to the normal pay day and had no money. At the same time the subject advised Mrs. [REDACTED] that she was going to have her bills sent to "Dulles" because of the financial inconveniences caused by the Agency. Mrs. [REDACTED] made arrangements with the Finance Division to have the subject pick up her pay check. During the course of this visit, [REDACTED] ascertained a certain dissatisfaction on the part of [REDACTED]. She suggested that arrangements be made for the subject to see [REDACTED] about possible reassignment. The subject declined stating that she would remain where she was for the time being. At the time of the pre-exit interview, the subject advised [REDACTED] that she would not change her mind about resigning, that she had been negotiating with TWA for some time about her return, and that she was not interested in reassignment. [REDACTED] 1A9a
opinion of the subject was that she would have been a problem had she been sent to an overseas installation.

7. With respect to subject's complaints about the Credit Union, we are informed that at no time did she apply for a loan nor does any member of the Credit Union recall having any conversation with her. The fact is, had she applied for a loan, she could have received one day service. On the average, loans are processed in less than 3 days from date of application.

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8. With respect to your comments on the case, we have the following observations:

a. We did represent to subject the possibility of overseas service. At the same time, we informed her that she must serve a period in Washington. The fact that she was on a vouchered position in Logistics Office would not preclude her eventual assignment to an overseas position. We felt the best interests of the Agency were being served to assign her to the Logistics Office at the time of her entrance on duty because of the urgent necessity for people in that activity. To remove dissension on the question of just what clerical employment involves, we have recently devised an information sheet, copy attached, which each clerical applicant now signs at the time of first interview.

b. We agree that routine typing of purchase orders did not make the maximum use of subject's talents and skills. As pointed out, however, consideration was given to her past work experience and an attempt was made to place her in a position which should have made use of her secretarial skills and abilities.

c. The form letter dated 20 February 1953 mentioned by subject is contained on the left side of her personnel file, attached hereto, and is marked with a clip. This is the first time we have had a complaint from anyone on this subject, i.e., availability of loans to tide a person over until the first pay check. Had subject availed herself of the facilities existing within the Agency, it is possible she would have had no cause for complaint.

d. We naturally regret that subject is now a disgruntled ex-employee. At the same time we cannot help but feel that she failed to meet us half way in the process of getting her settled in a job which could have been satisfactory to her and of mutual benefit to us all.


(W. H. H. MORRIS, JR.)
Assistant Director (Personnel)

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Attachment

Distribution:

- 1 - DDA
- 1 - ADP
- 1 - OPD
- 1 - Subject's File
- 1 - Chief, PDC

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Enclosures

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Acting DD/A		
2	Inspector General		
3			
4			
5			

FROM		INITIALS	DATE
1	Personnel Director		3/2/57
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

TRANSMITTAL SLIP		
17 July 53 (Date)		
TO: Inspector General		
BUILDING Admin.	ROOM NO.	
REMARKS:		
<p>I am forwarding this report prepared by the Personnel Office in reply to your inquiry about [REDACTED]. However, since the reply covers only the questions pertaining to the Personnel Office, I am having further information developed with respect to that part of your memorandum which relates to the Security Office. This additional material will be forwarded in the near future.</p> <p style="text-align: center;">C O P Y</p>		
FROM: L. K. White, Acting DD/A		
BUILDING Admin.	ROOM NO. 226	EXTENSION 707
FORM NO. 36-8 SEP 1946		
16-65268-1 GPO		

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